

South Carolina Competitive Community Grants



2008 Guidelines

Letter from the Chairman...

December 10, 2007

Dear Grant Applicants:

The Competitive Community Grant program strives to ensure that available grant funds are distributed in areas that they will have a significant impact on the unique needs of the local communities. The Competitive Grants Review Committee's objective is to distribute the funds across the state in a competitive manner within local communities, and ensure that the grant funds result in successful projects with desired results that meet the needs of the local community.

A review of grant programs at cabinet level agencies such as the Department of Public Safety, the Department of Parks, Recreation and Tourism and the SC Department of Commerce led to the creation of evaluation guidelines. These agencies have experience and a history of success with their grant programs, and should be used as a guideline for the Competitive Grants Program.

The following guidelines, based on our research and changes in the law creating the program, will assist you as you prepare your proposals for funding assistance.

In closing, I would like to thank my fellow Committee members for their hard work and the time they have devoted to reviewing the thousands of applications we have received since this program began in 2006, and their dedication to improving South Carolina through these grants they give.

Sincerely,

Jimmy Bailey
Chairman
SC Competitive Community Grants Review Committee

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Legal Establishment and Authority

Proviso 63.37 of the FY 07-08 Appropriations Act establishes the Competitive Grants Review Committee. It directs the committee to establish guidelines for grant applications/evaluations and administration of the program. At a minimum, the Committee must:

1. Establish priorities for funding (DHEC orders, local festivals, consent decrees, matching grant funds, etc.);
2. Require a signature of sponsorship by a member of the General Assembly who represents the county or municipality applying for the grant or the signature of the Governor;
3. Require annual reports on grant expenditures;
4. Require final financial reports including a description of results achieved in the interest of the community; and
5. Authorize the Budget and Control Board's Office of Internal Audit access to all Competitive Grant records.

Other legal provisions within state agencies' budget areas appropriate the funds to the program and describe types of projects that would be allowable under the grants from that agency's funds.

From the FY 2007-2008 Appropriations Act, Proviso 9.44, under the Department of Health & Environmental Control directs grant funds appropriated to this agency be used for, "health or environmental purposes".

In Proviso 27.23 under the Department of Commerce, Competitive Grant funds must be awarded, "for economic development purposes".





Proviso 26.6 for the Department of Parks, Recreation and Tourism states funds will be used, "for travel and tourism industry purposes".

Application Process

The Competitive Grants Review Committee members will determine application opening periods and closing periods. This information will be listed on the Competitive Grants website at:

www.bcb.sc.gov/BCB/comp_grants/BCB-comp-grants.phtm

In order to be eligible, grant applications must have the following:

-  Applications must be properly filled out with adequate project descriptions.
-  The applicant must be a county or municipal government or appropriately registered with the SC Secretary of State's Office as a non-profit entity. (See Appendix C.)
-  Limit of one grant for a given purpose, project or phase of a project. Grant awards are **non-recurring**.
-  Any festivals that apply for grant funds must have been in operation for at least the last 2 years.

A letter from the Legislative sponsor(s) who represents the county, municipality or location of a non-profit entity applying must be filed with the Competitive Grants Office within 30 days of grant application.

Eligible Applications


Applying entities must be local government subdivisions or non-profit agencies.


All reporting requirements must be fulfilled before the entity is eligible to receive any grants for any other project or other phase of a project.

Only applications sponsored in writing by a State Senator, a State Representative that represents the county or municipality or the Governor are eligible.

The Competitive Grants Review Committee reserves the right to define or further clarify eligible expenditures.

Non-fundable items

 Administrative or consultant charges not involved in direct implementation of the grant, including lobbyist fees.

 Salaries or benefits

 Alcoholic Beverages

Grant Award Process



Staff reviews for compliance.

This step ensures that members of the Committee will review only qualified applicants and/or projects. Criteria include properly filled out forms, adequate project descriptions, and for previous grantees, no outstanding reports.



The Competitive Grants Review Committee meets.

The Competitive Grants Review Committee will meet at least twice annually to review and award grants. Grant awards will be made only when a quorum of the Committee is present.

Funding priority consideration is given to grant matching availability, existing community festivals, and DHEC consent decrees.

Each project's benefit to its' local community is carefully considered.

Notice and location of the Competitive Grants Review Committee meetings will be posted at least 24 hours in advance on www.SCGov.com and on the Competitive Grants website at www.bcb.sc.gov/BCB/comp_grants/BCB-comp-grants.phtm



Grant recipients will be posted online.


As soon as practicable, the grant recipients will be posted on the Competitive Grants website at www.bcb.sc.gov/BCB/comp_grants/BCB-comp-grants.phtm




Grant recipients will be notified in writing.


As soon as practicable, the grant recipients and their sponsoring legislator will be notified in writing by the Competitive Grants office.


Follow-up Accounting and Financial Reporting Requirements


 Grant funds must be accounted for separately from other project funding.


 For previous grantees, all reporting requirements must be fulfilled before the entity is eligible to receive any grants for any other project or other phase of a project.

 **Status Reports:** Counties and municipalities and other grant recipients must report semi-annually on the expenditure of the funds received until the funds are expended.

 **Final Financial Reports:** These reports must be received by the Committee within ninety days of the completion of the project along with a description of the results achieved in the interest of the community. A cover letter indicating the project's name and amount of grant award should be included with a list of grant expenditures.

 Grant recipients should not submit their organization's Annual Financial Report as the Final Financial Report. The Final Financial Report should be specific to the actual grant award.

 The entity must return the balance of unexpended grant funds to the SC Competitive Community Grants Office at the time the Final Financial Report is submitted.

 Grant records must be available to the Budget and Control Board's Office of Internal Audit, and will be subject to review. Grant recipients should keep records of grant expenditures, copies of invoices supporting grant expenditures, cancelled checks for each invoice, and like information from any entities who receive flow-through funds from the initial grant recipient. The records should be retained for 3 years from the date of the grant award.

Appendices



Appendix A

Legal Provisions from the Fiscal Year 2007-2008 Appropriations Act

The Department of Health & Environmental Control

- 9.44. *(DHEC: Competitive Grants) Of funds appropriated to the department for Competitive Grants, these funds may be released to local subdivisions or nonprofit organizations for health or environmental purposes only upon the approval of the Grants Committee of the Budget and Control Board. The agency is prohibited from transferring these funds to other programs. In addition, the agency may not withhold these funds for purposes of delaying or deferring approval by the Grants Committee.*

The Department of Parks, Recreation & Tourism

- 26.6. *(PRT: Competitive Grants) Of funds appropriated to the department for Competitive Grants, these funds may be released to local subdivisions or nonprofit organizations for travel and tourism industry purposes only upon the approval of the Grants Committee of the Budget and Control Board. The agency is prohibited from transferring these funds to other programs. In addition, the agency may not withhold these funds for purposes of delaying or deferring approval by the Grants Committee.*

The Department of Commerce

- 27.23. *(CMRC: Competitive Grants) Of funds appropriated to the department for Competitive Grants, these funds may be released to local subdivisions or nonprofit organizations for economic development purposes only upon the approval of the Grants Committee of the Budget and Control Board. The agency is prohibited from transferring these funds to other programs. In addition, the agency may not withhold these funds for purposes of delaying or deferring approval by the Grants Committee.*

The Budget & Control Board

- 63.35. *(BCB: Competitive Grants) Of the funds appropriated to the Budget and Control Board, \$3,000,000 must be set aside for a competitive grants program. These funds may be released to local subdivisions or nonprofit organizations only upon the approval of the Grants Committee of the Budget and Control Board. The board is prohibited from transferring these funds to other programs. In addition, the board may not withhold these funds for purposes of delaying or deferring approval by the Grants Committee.*

The Budget & Control Board- Legal provisions continued

63.37. *(BCB: Grants Review Committee) On and after January 1, 2006, there is created within the Budget and Control Board the Grants Review Committee for the purpose of awarding competitive community grants to counties and municipalities. The committee shall consist of five members with one member appointed by each of the following officials: the Governor, the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Chairman of the Finance Committee of the Senate, and the Chairman of the Ways and Means Committee of the House of Representatives. The officials may make initial appointments to the committee and the committee members may organize prior to January 1, 2006. Members shall serve two-year terms coterminous with the appointing official. The committee must adopt rules of procedure and elect a chairman from the membership of the committee.*

The committee must meet at least twice annually to review applications for grants submitted by counties and municipalities. All applications must conform to and all grants must be awarded pursuant to criteria established by the committee. Grants must be awarded in amounts determined by the committee from funds appropriated by the General Assembly. Staff for the committee must be provided by the Budget and Control Board.

The committee shall establish guidelines, which shall include but not be limited to:

(1) Priorities for funding, to include but not be limited to, Department of Health and Environmental Control orders and consent decrees, the ability to match grant funds, and a focus on community festivals;

(2) A signature of sponsorship on each application by a member of the General Assembly who represents the county or municipality applying for the grant or the signature of the Governor;

(3) Applications for consideration must be in the form prescribed herein and adopted by the committee for any award made effective July 1, 2007;

(4) Counties and municipalities must report annually on the expenditure of the funds received until the funds are expended;

(5) Final financial reports must be received by the committee within ninety days of the completion of the project along with a description of the results achieved in the interest of the community; and

(6) The Budget and Control Board Office of Internal Audit shall have access to all Grants Review Committee records as it deems appropriate.

The committee should ensure that its process is efficient and minimizes unnecessary or duplicative paperwork.

Appendix B

Table: Grant Category Examples

<i>Health/Environmental purposes</i>	<i>Economic Development purposes</i>	<i>Travel & Tourism Industry purposes</i>	<i>Other</i>
Water line extensions	Cultural Centers	Festivals	Homework centers
Sewer treatment plant construction/renovation	Library construction/renovations	Park construction/improvements	Drop-out prevention programs
Health centers	Downtown revitalization	Sport complex construction/improvement	Battered Women's Shelters
Senior Citizens Centers	Business/Industrial Park development	Boat landing construction/improvement	Shelters for the Homeless

Appendix C

Secretary of State registration

This registration is necessary for non-profit entities operating in South Carolina and is required for non-governmental entities who wish to apply for a Competitive Grant:

From the SC Secretary of State's Office:

Guidelines for South Carolina Nonprofit Organizations is a manual prepared by Glenice B. Pearson that provides sample forms, instructions, guidelines, and advice on incorporating as a nonprofit entity in South Carolina. This manual is available in downloadable form and is created in Adobe's Portable Document Format (PDF).

<http://www.scsos.com/charities/npmanual.pdf>

If you have further questions about registering your non-profit organization, please call :

The SC Secretary of State's Office:

Charities – 803-734-1790

**Charities Toll Free
1 - 888 - C H A R I T I**